



JOB DESCRIPTION

Position Title: **Surveyor**

Work Area: **Public Works**

Class Code: 5333
2002

Exempt

EEO Code: 02

Effective Date: August 30,

Major Function

Professional and technical work reviewing the activities of the Survey Section, right-of-way maps and survey field notes from consultants during all phases of the surveying process.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervises the work of technical personnel engaged in preparing data pertaining to County projects, including maps, survey notes, legal descriptions, and information for condemnation action.

Reviews consultants' sketches of description, boundary surveys, etc., for compliance with minimum technical standards and applicable Florida State Statutes, and Seminole County Ordinances. Acts as survey liaison and technical survey coordinator between Seminole County and its survey consultants.

Initiates and recommends for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and commendatory actions.

Reviews all legal surveys and monitors all survey work to assure compliance with established procedures. Certifies and signs plats of legal surveys. Reviews consultant designed Municipal Services Benefits Unit (M.S.B.U.), Community Development Block Grants (C.D.B.G.), major roadway design projects, right-of-way maps, and survey field notes for composition, accuracy, completeness, and compliance with Seminole County acquisition requirements.

Reviews field notes and findings received from the field. Prepares preliminary estimates for engineering survey projects. Provides quality assurance review and technical office support as necessary for Seminole County survey operations. Prepares, signs, and seals surveys as necessary for Seminole County right-of-way acquisition.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of the principles, techniques, and practices of surveying and contract administration. Knowledge of mathematics through trigonometry and its application to field surveying and engineering computations. Knowledge of the principles and practices of civil engineering. Knowledge of bridge and highway design, construction, and principles and practices of civil engineering. Knowledge of the theory and practice of global position systems data collection and utilization. Knowledge of Florida Statutes as they relate to surveying

Ability to plan, schedule, coordinate, and review the work of technical and clerical assistants involved in producing survey documents. Ability to communicate effectively both orally and in writing. Ability to operate personal computers and associated software. Ability to prepare technical survey drawings, maps, sketches and reports. Ability to establish and maintain effective working relationships with other staff, consulting firms, and the general public.

Bachelor's Degree in Land Surveying and four (4) years' experience in a responsible position in land surveying. Preference will be given to applicants with governmental Public Works experience.

Must possess and maintain a State of Florida Professional Land Surveying License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position involves both office and fieldwork. Most office duties are performed while sitting at a desk, table, or workstation. Duties performed in the field require prolonged walking and standing. Incumbents in this position are exposed to radiant and electrical energy found in an office environment. While working in the field incumbents are exposed to dust, dirt, and high levels of noise.